

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DSS0904175**
POSITION NO: 942094
CLASS CODE: 3761

Date Posted: **10/10/11**
Closing Date: **10/21/11**

POSITION TITLE: **CASE MANAGEMENT SPECIALIST**
DEPARTMENT NAME: **NDSS/FORT DEFIANCE REGIONAL OFFICE**
DEPARTMENT NO: 90 WORKSITE LOCATION: Dilkon, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A
Days: Mon-Fri Permanent: ☒
Hours: 8AM-5PM Temporary: ☐ SALARY:
Part-Time: ☐ Duration: \$ 38,084.80 Per Annum
No. of Hrs/Wk: 40 \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Monitors intake assessments and initial client assessment procedures to determine eligibility of clients for services available; ensures that all required information is obtained and properly documented; certifies and arranges consumer transport to medical appointment; arranges emergency and/or residential treatment services based upon the assessment and diagnosis of the individual level of care; reviews and authorizes payment for services attained for clients; conducts services and/or on site center reviews to ensure the services are available to program clients; conducts case staffing; maintains client files; implements and administers tracking and file review systems.

Documents and obtains information pertinent to client's progress including assessment, psychiatric evaluation, admission or discharge, and case manager notes; arranges home visits with clients; ensures open lines of communications with family for the duration of treatment; implements and coordinates aftercare activities with appropriate service providers; maintains communication with service providers, physician and case management team or multi-disciplinary teams.

Develops individual service plans based on the needs identified by qualified professional as a result of screening, or by the case management team as a result of evaluation and diagnosis; identifies specific services providers and location, periods of service and the number of units of services; modifies individual service plans through consistent and timely monitoring; ensures compliance to program standards and procedures, and federal and state guidelines; reviews and authorizes services; prepares required reports; attends conferences, seminars, workshops and meetings.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Behavioral Health, Sociology, Social Work or related field; and two years of related work experience in case management; or a combination of training or experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training applicant must submit copies of college transcript, certificate, diploma, etc.)***

Knowledge, Skills and other Characteristics:

Knowledge of Navajo culture, tradition and philosophies; knowledge of related health treatment modalities, outpatient and residential treatment/programs; knowledge of the theories, principles, practices and techniques of case management; knowledge of treatment systems, health facilities and community resources; knowledge of program networking and management information systems. Skills in interpersonal communications and in dealing with people; skills in typing and operating other modern office machines; skill in interpreting, explaining and applying applicable laws, regulations and procedures; skill in establishing and maintaining effective working relationships with representatives and individuals from service providers, health and social services organizations and professionals; skill in communicating effectively in the Navajo and English languages.

Ability to develop and maintain good working relationships with all service providers; ability to work within a multi-disciplinary treatment team environment; ability to develop and maintain positive relationships with clients, family members, staff, service providers and other entities; ability to maintain accurate documentation of client services; ability to maintain confidentiality; ability in demonstrating and applying the following attributes in the delivery of services: flexibility, tolerance, patience, honesty, empathy, diplomacy, sense of responsibility and a commitment to human services.

Must possess a valid drivers license in compliance with Navajo Nation motor vehicle review board requirements.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99